

vs 06-22-2004  
Item 31

§30-1-93

**SINGLE OFFICE STRUCTURE AND FUNCTION.**

- (A) The single office shall review and make determinations relating to subdivisions.
- (B) When this title prescribes a duty or power to **be** exercised by the single office, a consensus of the single office staff shall exercise the duty or power.
- (C) **If** the single office staff does not reach a consensus on an issue, the managing officials shall make a single determination and exercise the duty or power.
- (D) For each subdivision application, the single office shall designate a staff person to serve as a case manager, as well as to serve as a single point of contact for the applicant and to assist the applicant in process the application. The case manager shall be a city staff person if the subdivision is in the Drinking Water Protection Zone and a county staff person if the subdivision is in the Desired Development Zone

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**§30-2-56 STAFF REVIEW OF APPLICATION FOR PRELIMINARY PLAN APPROVAL.**

- (A) The single office shall promptly deliver a copy of an application for preliminary plan approval to each reviewing department or agency.
- (B) A reviewing department or agency shall prepare and deliver to the single office a written report of comments and recommendations regarding an application for preliminary plan approval before the expiration of the staff review period described in this section. County staff shall prepare the initial written report of comments regarding transportation issues and drainage, except whether the applicant qualifies to participate in the Regional Stormwater Management Program. City staff shall prepare the initial written report of comments regarding aquatification to participate in the Regional Stormwater Management Program and all other issues.
- (C) Initial staff review period for an application for preliminary plan approval is as follows:

<u>Size of preliminary plan</u>	<u>Staff review period</u>
Less than 60 acres	21 days
60 acres to 250 acres	<b>28</b> days
More than 250 acres	<b>35</b> days

- (D) **An** applicant may file with the single office an update to an application for preliminary plan approval not later than the 180<sup>th</sup> day after the application was filed
- (E) The staff review period of **an** update to an application for preliminary plan approval **is 14** days.

**§30-2-82 REVIEW OF AN APPLICATION FOR PLAT APPROVAL;  
EXPIRATION.**

- (A) The single office shall promptly deliver a copy of an application for plat approval to each reviewing department or agency.
- (B) A reviewing department or agency shall prepare and deliver to the **single office** a written report of comments and recommendations regarding an application for plat approval not later than the 21st day after the application is filed. County staff shall prepare the initial written report of comments regarding transportation issues and drainage issues, except whether the applicant qualifies to participate in the Regional Stormwater Management Program. City staff shall prepare the initial written report of comments regarding aualification to participate in the Regional Stormwater Management Program and all other issues.
- (C) The single office shall determine whether an application for plat approval complies with the criteria for approval and give notice under Section 30-1154(B) (Notice ~~OF~~ Applications And Administrative Decisions) of the determination not later ~~than~~ the 28th day after the application is filed. If the single office recommends disapproval, the notice shall state the reasons for the recommendation.
- (D) **An** applicant may file with the single office an update to an application for plat approval **not** later than the 180<sup>th</sup> day after the application is filed.

**§30-1-132 FISCAL SECURITY.**

- (A) **An** applicant shall post fiscal security required under this title with the single office
- (B) Unless otherwise agreed by the city and the county, The single office shall determine whether fiscal security for transportation and drainage conveyance improvements shall be held by and is payable to the city, the county and fiscal security for all other improvements shall be held by and is payable to the city, or both.
- (C) The amount of fiscal security posted by an applicant shall equal the estimated cost to the city or county to do the work for which the fiscal security is required.
- (D) **An** applicant shall post fiscal security:
- (1) a cash deposit;
  - (2) a performance bond; or
  - (3) a letter credit
- (E) The single office shall return the fiscal security to the applicant if the single office determines that:
- (1) the applicant has obtained a **valid** certificate of compliance or final acceptance letter for the work for which the fiscal security was posted; or
  - (2) the obligation to do the **work** for which the fiscal security was posted has terminated.
- (F) The single office may draw on the fiscal security and pay the cost of fulfilling the applicant's obligations if the single office determines that an applicant has breached the obligations secured by the fiscal security. The single office shall pay the balance of the **fiscal** security, if any, to the applicant. The applicant is liable to the single office for the cost that exceeds the amount of the fiscal security, if any.

**§30-1-321     APPLICABILITY; DMSION OF RESPONSIBILITY.**

(A)     This article applies to development that occurs under an approved subdivision construction plan.

(B)     Except as provided in §30-1-371(B)(4), City staff shall be responsible for performing the duties of the single office under this article.

**§30-1-371 ACCEPTANCE BY CITY OR COUNTY.**

(A) The single office shall schedule a final acceptance meeting at the site and shall invite the:

- (1) consulting engineer;
- (2) contractors, as appropriate;
- (3) affected utilities; and
- (4) appropriate staff.

(B) The single office may not issue a final acceptance letter until:

- (1) work identified in the accountable official's report has been completed;
- (2) the following items have been submitted:
  - (a) construction summary report;
  - (b) consulting engineer's concurrence letter;
  - (c) reproducible plans, certified "as-built" by the consulting engineer;
  - (d) if required, one-year ~~warranty~~ bonds;
  - (e) cash or cashier's check for balances due, if any; ~~and~~
- (3) if the owner executed a developer contract, the conditions of the contract have been satisfied, and
- (4) c. staff have reviewed the final inspection report and supporting  
d. and certified in writing that there are no errors or  
i d t h y e s re d in advance and  
comply with the standards required by this e.

**§30-1-131 FEES.**

The fees required under this title shall be established by separate city or county ordinance. The fees shall take into account the division of responsibility between city and county staff required by 6630-1-93, 30-1-321, 30-2-56, and 30-2-82.